



# 2019 Technical Training Classroom

Governor's Coordinating Offices  
100 Community Place  
1<sup>st</sup> Floor Training Room  
Crownsville, MD 21032

The Governor's Office of Small, Minority & Women Business Affairs is pleased to host the 2019 Technical Training Classroom.

This series of FREE classes cover a broad range of topics designed to help small, minority, women, and veteran business owners improve managerial efficiency and gain an insightful understanding of the government contracting arena.

**Maryland is OPEN for Business** and we're excited to offer the Technical Training Classroom in collaboration with state agencies, business resource organizations, and small business entrepreneurs.

All sessions are held on the 4<sup>th</sup> Tuesday of each month at the Governor's Coordinating Offices in Crownsville, Maryland. Registration and parking are free. Seating is limited and advance registration is preferred.

*Topics are subject to change. Please visit the Technical Training Classroom page of our website for the most current listing.*

## January 22, 2019

10 am – *Navigating eMaryland Marketplace*  
2 pm – *State Procurement 101*

## February 26, 2019

10 am – *Proposal Writing Basics*  
2 pm – *MBE Rights & Responsibilities*

## March 26, 2019

10 am – *State Procurement 101*  
2 pm – *Contract Cost & Price Analysis*

## April 23, 2019

10 am – *Understanding Prevailing & Living Wage Laws*  
2 pm – *Cash Flow Management*

## May 28, 2019

10 am – *Federal Contracting 101*  
2 pm – *Negotiation Strategies & Closing Techniques*

## June 25, 2019

10 am – *Building Financial Capacity*  
2 pm – *Write Emails that Get Read & Get Results*

## July 23, 2019

10 am – *Contract Cost & Price Analysis*  
2 pm – *State Procurement 101*

## August 27, 2019

10 am – *Conducting Free Marketing Research with Census Business Builder*  
2 pm – *MBE Rights & Responsibilities*

## September 24, 2019

10 am – *Small Business Emergency Preparedness*  
2 pm – *Negotiation Strategies & Closing Techniques*

## October 22, 2019

10 am – *Small Business Marketing Techniques*  
2 pm – *Understanding Prevailing & Living Wage Laws*

## November 26, 2019

10 am – *Proposal Writing Basics*  
2 pm – *Federal Contracting 101*